

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **November 19, 2020 at 5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

**PRESENT:** JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, and JAYME SELLEN. MARISSA MELI attended online.

**ALSO PRESENT:** Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, and Curt Beyler.

**EXCUSED:** Kathy Pletcher

**ABSENT:** John Vander Leest

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:22 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** **Motion** by Sellen, seconded by Anderson, to approve the agenda. **Motion** by Sellen, seconded by Running, to approve the October minutes. **Motion carried.**

**COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** None.

### **DISCUSSION AND POSSIBLE ACTION REGARDING REVISED MISSION AND VISION STATEMENTS**

There was a proposed amendment to the document included in packet. "Personal enjoyment" was removed from the fourth values statement since "entertainment" was added to the mission statement. This revision also tightens up the values statement and gives more focus to work and career goals.

**Motion** by Aubinger, seconded by Sellen, to approve the revised mission, vision and values statements. **Motion carried.**

### **DISCUSSION AND POSSIBLE ACTION REGARDING DENMARK BRANCH OPERATION**

Sugden had a meeting on October 30 with the school superintendent to discuss the library's position. Brown County Library is committed to library service in Denmark community while knowing that a different model has to be implemented in the future. The superintendent was going to speak with the School Board and school library staff. Sugden is waiting to hear from him on next steps and is hoping for more information to report at December Library Board meeting. Van Dyck suggested structuring a resolution that outlines the situation for December meeting. **Motion** by Anderson, seconded by Meli, to hold action until December meeting.

**Motion carried.**

### **APPROVE PAY FOR PERFORMANCE STRUCTURE**

The Pay for Performance results summary was distributed to the Board. The County approved a 1.56% increase and that was used as the baseline for this structure. The staff ranking counts follow and each designation, with the exception of Needs Improvement, has an associated increase:

- Need Improvement – 0
- Developing – 0
- Meets Expectations – 39
- Occasionally Exceeds Expectations – 21
- Exceeds Expectation – 22

There were 29 employees hired after 01/01/2020 making them ineligible for pay for performance. Rankings are determined through the process of managers writing plans (evaluating and setting goals) for their staff. Before managers meet with their employees they meet with Rogers and Sugden to make sure rankings are appropriate for the entire system. Other county departments get a flat amount based on a pass/fail. Van Dyck asked if the library does not spend all available monies if savings could be put towards hiring positions at market value. Rogers does not think that a buffer is needed because staff turnover happens more often in positions that have deeper pools. **Motion** by Running, seconded by Anderson, to approve the 2021 Pay for Performance structure. **Motion carried.**

### **DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

#### **FINANCIAL MANAGER UPDATE**

#### **FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

October personnel costs were higher due to three payrolls in October. Even with this, there are still savings. Grant reimbursable COVID expenses (~ \$194,000) are expected by year-end.

October 2020 donation report follows:

**Brown County Library  
Gifts, Grants & Donations Report  
October 2020**

**Gifts & Donations**

10/07/20	A. Buscher	\$	3.00	LHGSC Material
10/14/20	J. Stangel		40.00	LHGSC Material
10/31/20	T. Meyer		250.00	GAKAB

**Total \$ 293.00**

**Donation Box**

		Month	YTD
10/01/20	Ashwaubenon	\$ -	\$ 88.00
10/01/20	Bookmobile	-	\$ 8.10
10/01/20	Central Children's	114.86	\$ 225.91
10/01/20	East	50.13	\$ 178.95
10/01/20	Denmark	-	\$ -
10/01/20	Kress	25.85	\$ 189.93
10/01/20	Pulaski	-	\$ 33.32
10/01/20	Southwest	2.03	\$ 24.25
10/01/20	Weyers/Hilliard	-	\$ 214.95
10/01/20	Wrightstown	-	\$ 7.66

**Total \$ 192.87 \$ 971.07**

**FACILITIES UPDATE** Beyler reported that 6000 of 9000 feet of data wire was pulled on the third floor; the pond in the Central Library's north garden was filled in and converted to a planter. With Chosa, bi-directional people counters are being researched and specs are being assessed. These include hourly data, API to write specific script that works with Blue Cloud Analytics, public occupancy displays, and tracking of in-and-out traffic.

**PERSONNEL UPDATE** Rogers reported that there is a full-time maintenance worker position open due to the resignation of Ryan Rentmeester. Three clerks were hired at the East Branch and one at the Ashwaubenon Branch. Edurne Poggi-Amanda was the successful candidate for the Library Associate position at the East Branch. Work continues on the on staff assessment and updated position descriptions will come to the Board next month for approval. Due to the surge of coronavirus outbreaks and Health Department staffing challenges, Rogers will be assisting with contact tracing for library employees and will act as a liaison to contact people who the infected person was in contact with. The Federal COVID leave will not extend into next year therefore making any mandatory quarantine subject to paid leave. Sugden commented that six-foot sticks are being investigated for purchase to underscore the importance of social distancing. There will be no exceptions to library protocols because they ensure the maintenance of a safe environment. Rogers has initiated conversations with managers regarding this. Running asked about temperature checks and Rogers replied that she has asked Corp Counsel about temperature checks on employees but there has not been a decision made due to many varying factors.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman shared that virtual programming continues with one or two video programs released per week. These are accessible on the library's YouTube channel. Reader's Advisory (one of the library's programming buckets) is going to have a bigger online presence through our social media outlets. The library will capitalize on staff expertise and will feature their reading recommendations on a regular basis.

The library's new logo was revealed to staff this morning and was received with enthusiasm and many positive comments! The Marketing Committee has a running list of library items that need updating with the new graphic. A public launch is planned in January 2021. The style guide created by O'Connor Connective is going to be very instrumental in how the library is presented going forward.

**OPEN SESSION:** Discussion and Possible Motion to Convene in Closed Session

**CONVENE INTO CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1) (e) for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session – East and Ashwaubenon Branches.

**Motion** by Sellen, seconded by Anderson, to move into closed session at 6:05 pm. Roll call vote: Aye: Aubinger, Anderson, Meli, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

**RECONVENE IN OPEN SESSION:** Reconvene into open session for possible voting and/or other action with respect to the closed session matter mentioned above.

**Motion** by Anderson, seconded by Running, to reconvene in open session at 7:15 pm.  
Roll call vote: Aye: Aubinger, Anderson, Meli, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

**Motion** by Running, seconded by Anderson, to direct Library Board President Van Dyck and Corporation Counsel to begin negotiations regarding land purchase for East Branch as discussed in closed session. **Motion carried.**

**PRESIDENT'S REPORT** Anderson reported on the small group meeting regarding allocation of sales tax monies. This topic will be added to the December agenda for analysis of the allocation of sales tax fund for building projects.

**LIBRARY DIRECTOR'S REPORT** Sugden reported secured funding for the two Statements of Work (SOW) from O'Connor Connective. The B.C.L. Foundation is funding the SOW for fundraising counsel and communications and the Friends approved funding for the brand rollout and public relations.

Sugden distributed a Central building needs assessment proposal prepared by HGA. This body of work would evaluate the general condition of the building and the building systems to identify needed repair and maintenance. Sugden will present this to the B.C.L. Foundation for funding. If funding is granted, the Library Board will have a special meeting to accept the study officially.

The library has received a few frustrated complaints from customers about the level of services offered. The library is pleased to be holding steady without incident allowing entrance into library facilities for computer use and browsing, holds pickup, and checkout.

**OTHER BUSINESS** Van Dyck requested a January board meeting agenda item for discussing carryover funds. Van Dyck shared that virtual school is tough for some students including those attending Syble Hopp School and suggested, if it could be done safely, to reach out to the school and see if there is something – perhaps a program - that the library could offer to parents and their kids. Staff will follow up on this idea.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

#### **ADJOURNMENT**

**Motion** by Anderson, seconded by Running, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:43 pm.

#### **NEXT REGULAR MEETING:**

Central Library  
December 17, 2020  
5:15 p.m.

Respectfully submitted,

Sue Lagerman  
Recording Secretary